

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE,  
SIGNATURE PAGE**

<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives #86-141	Archives#  05-200
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Department Transportation	Division Transportation Commission	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent
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**Records custodians**

<input checked="" type="checkbox"/> No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
<input type="checkbox"/> It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

**Records officer**

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.	
Record's Liaison Officer's signature <i>Alle Weatherall</i>	Date 5/23/05

**Signatories**

I certify I have reviewed and concur with the records retention periods established on all pages of this document:			
State Archivist's signature <i>Terry Kitchison</i>	Date 4-4-2005	Transportation Attorney signature <i>Harry Monow</i>	Date 3-28-05
State Auditor's signature <i>Deeey Symanski</i>	Date 4/7/05	Federal Highway Administration (FHWA) signature <i>Katherine McKelly</i>	Date 3-30-05
Attorney General's signature <i>John W. Suthers by mm</i>	Date 5/3/05	Anti-trust Unit signature	Date
	Date		Date

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS**  
**RECORDS DISPOSITION SCHEDULE**

Updated Archives #86-141

Archives #  05-200
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Item#	Description	Retention Period	Special Instructions
1.	Commission Meeting Minutes	Permanent	Microfilm - Transfer to Central Files
2.	Commission Meeting Tapes	Permanent	
3.	Meeting Agendas & Supporting Documentation	Permanent	Microfilm after 5 years
4.	Feasibility Studies	Permanent	Transfer one copy to Central Files
5.	Commissioners' Files	Permanent	Retain - historical information & microfilm
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.			